



**CITY OF ST. CHARLES
POSITION DESCRIPTION
Assistant Director of Finance**

Department:	Finance – Accounting	FLSA Status: Exempt
Reports to:	Director of Finance	Union: None
Positions supervised:	<u>Directly Supervises</u> Staff Accountant Junior Staff Accountant Payroll Analyst Accounting Specialist A/P Representative	<u>Indirectly Supervises</u> Accounts Payable Clerk(s) Accounting Assistant(s) Utility Billing Purchasing Inventory Control

Position Description Overview

This position is responsible for planning, coordinating, and supervising all aspects of the division including accounting, payroll and accounts receivable, management of all treasury functions including investment management, debt management, capital improvement projects and performing complex accounting work in support of the City's accounting function. This position is also responsible for performing a variety of other technical tasks relative to the financial reporting for the City.

Essential Job Functions

1. Plan, coordinate, design and supervise the work of the accounting division including accounting ledgers and reports; review the recording of financial accounting transactions on a daily basis; and review all accounting ledgers, financial records, bank statements and monthly financial reports.
2. Assist the Director of Finance in projects including but not limited to the implementation of software upgrades, preparation of the tax levy, the annual audit and preparation of the annual budget.
3. Manages the audit process including ensuring accurate data, reports, and financial statements; ensure compliance and awareness of changes to Governmental Generally Accepted Accounting Principals (GAAP) and Governmental Accounting Standards Board (GASB).
4. Oversee preparation of financial data, journal entries and statistical schedules for the annual financial report. Supervises and assists in the preparation of supplemental financial reports.
5. Review and prepare monthly financial and budgetary reports; coordinate the City cash requirements through planning and review of cash flow reports and investment activity; review investment portfolio and manage daily investments; assure compliance with all ILCS requirements and City policies.
6. Supervises the accounting for the City and Fire Pension Fund investments and manages daily investments.

7. Assists in the coordination and preparation of the City's annual budget document, including coordination of data entry, balancing budget documents and reports, preparing and printing of the final document and submitting for the award for distinguished budget presentation.
8. Assist in budget revisions throughout the year; monitor budget variances; balance the inventory system to the accounting system including the review of purchase order variances and cost entry adjustments.
9. Balance all subsidiary ledgers and oversee the balancing of all bank statements.
10. Oversee and ensure the accuracy of various accounting records and information including accounts payable, account receivables, and payroll records, including quarterly payroll returns and filing of W-2's and 1099's.
11. Oversee the balancing and organization of City's Fixed Assets.
12. Coordinate the annual financial, motor fuel tax, and state grant audits with outside auditors and government officials. Prepare or review all reports to state and federal agencies and verify compliance.
13. Complete various budgetary, financial, and system analysis as requested in support to Director of Finance as requested.
14. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
15. Supervises the maintenance of central accounting records; assists in the development and installation of new or improved accounting techniques and procedures; ensures that accounting documents adhere to reporting requirements and standards; oversees the accounting for, and collection of, accounts receivable, including preparation of delinquent letters and follow-up phone calls.
16. Adhere to all departmental and City safety policies.

Additional Job Functions

1. Assist the Director of Finance with setting goals and objectives.
2. Perform other duties as required or assigned.

Basic Requirements

For successful performance in this position, the incumbent will need to demonstrate the following:

Knowledge, Skills, and Abilities

1. Strong knowledge of accounting and audit theory as it pertains to Generally Accepted Accounting Principles (GAAP) for government.
2. Strong knowledge of laws and regulations governing municipal accounting.

3. Skill in the use and operation of a personal computer including software programs such as Windows, Word, Excel, etc.
4. Effective written and verbal communication skills, including the ability to read, interpret, and explain complex concepts and requirements clearly and concisely.
5. Strong mathematical skills to make difficult mathematical computations rapidly and accurately.
6. Ability to establish and maintain effective working relationships with elected and appointed officials, employees, agencies and other governmental units and the public using strong interpersonal communication skills.
7. Ability to exercise professional independent judgment in planning own work, formulating recommendations, and making decisions.
8. Ability to maintain strict confidentiality.
9. Ability to be bondable.
10. Ability to work in a backup capacity for payroll and accounts payable.
11. Possession of a valid driver's license.

Education and Experience

1. Graduation from an accredited college or university with a Bachelor of Science in Accounting or related field, Master's Degree Preferred. Certified Public Accountant (CPA) is a plus.
2. Minimum of three (3) years accounting experience with a minimum of 5 years work experience. Government accounting experience is preferred.
3. Minimum of three (3) years supervisory experience.
4. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date

Assistant Director of Finance
1/12/07